

**SECRET**

DDIS 62-4696

*Dec 7 1962 3-3-3  
Shelf Filing*

**MEMORANDUM FOR:** Deputy Director (Support)

**ATTENTION :** Special Planning Assistant to the Deputy Director (Support)

**SUBJECT :** Request by the Chief, Administrative Staff, OL, dated 4 May 1962, for Secure Area in the 1600 and 1800 Wings of Quarters Eye (Copy Attached)

**REFERENCE :** Memorandum of the Deputy Director (Support) dated 7 June 1962, Subject: Requests for Secure Areas in the Headquarters Building

1. This memorandum contains a recommendation for Deputy Director (Support) approval. Such recommendation is contained in paragraph 5.

2. The request of the Chief, Administrative Staff, Office of Logistics, for secure areas in the 1600 and 1800 wings of Quarters Eye has been reviewed and approval recommended by the Central Intelligence Agency Records Administration Officer in a memorandum dated 3 July 1962, attached hereto. The Office of Security has determined the physical security requirements which must be implemented prior to designating these areas in Quarters Eye as secure areas for open-shelf storage of material classified through SECRET. No aspects other than records management are involved.

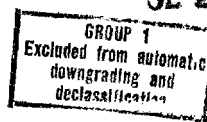
3. This request has developed in connection with the realignment and upgrading of Office of Logistics space in Quarters Eye. Three of the offices under consideration have heretofore been designated as secure areas but do not now conform to the revised and more exacting standards set by the Office of Security. The original



25X1

OL 2 5497

**SECRET**



**SECRET**

4. The cost to comply with the Office of Security requirements is as follows:

Construction work by the General  
Services Administration, estimated. \$3,279.00

This cost will be funded by the Office of Logistics.

5. This request appears to be justified in the interest of efficiency and good recordkeeping practices and it is recommended that it be approved.



*J* Director of Logistics

Attachments

The recommendation contained in paragraph 5 is approved.

1 OCT 1962  
Date

*Signed*

L. K. White  
Deputy Director  
(Support)

Distribution:

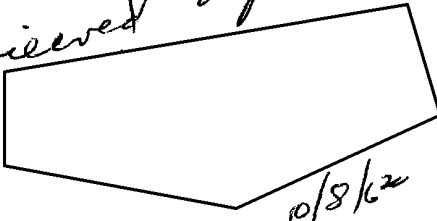
- Orig. - OL files, w/att
- 2 - DD/S, w/att
- 1 - Office of Security
- ✓ 1 - Records Administration Officer
- 1 - OL/Admin Staff
- 1 - OL/RECD (off), v/att
- 1 - OL/RECD chrono, w/att
- 1 - OL/RECD/SAFE
- 1 - D/L chrono, w/held
- 1 - OL suspense, w/att, w/held

\* Please defer implementation until we are sure Log is going to remain in this space and use it as now contemplated.

/s/ LKW

OL/RECD/ [ ]  
(27 September 1962)

**SECRET**

TRANSMITTAL SLIP		DATE
TO: Records Administration Officer		
ROOM NO. 604	BUILDING 1016- 16th St.	
REMARKS:  <div style="text-align: center;"><i>10/5/62</i> <i>Reviewed by</i>  <i>10/8/62</i></div>		
FROM: DD/S		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957—O—439445

(47)

STAT

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments